

ADMINISTRATIVE - INTERNAL USE ONLY

DD/A Registry  
File Travel 6

1 JUN 1976

MEMORANDUM FOR: Mr. [REDACTED]  
FROM : John F. Blake  
Deputy Director for Administration  
VIA : Director of Finance  
SUBJECT : Designation as Chairman Travel Policy Committee  
REFERENCE : HR [REDACTED]

STATINTL

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1. This is to request that you serve as Chairman of the Travel Policy Committee beginning 1 June 1976.

2. In the light of the basic responsibilities of the Director of Finance for interpreting and applying travel regulations I will appreciate your keeping him currently informed on the activities of the Committee. I suggest also that you consult with him on such substantive concerns as may arise from time to time on which his guidance might be helpful about matters before the Committee. I will expect him to keep me informed on matters that should be brought to my attention.

/s/ John F. Blake

John F. Blake

STATINTL

ORIGINATED [REDACTED]

Director of Finance

5/24/76  
Date

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